

SPEC ADVENTURE PROGRAM

2004 PARENT MANUAL

**THE TOWN OF WILBRAHAM
RECREATION DEPARTMENT**



...THE BENEFITS ARE ENDLESS

WELCOME

Welcome to the Spec Pond Adventure Program sponsored by the Wilbraham Recreation Department. The staff is looking forward to a safe and fun summer. This manual has been designed to answer the many questions parents and participants may have. **Please read this Information Packet carefully.** If you have any questions and/or concerns, feel free to contact the Wilbraham Recreation Department at (413) 596 – 2816.

PHILOSOPHY OF SPEC POND ADVENTURE PROGRAM

Spec Pond Adventure Program is committed to children. The staff is chosen carefully and trained to provide the participants with a fun and supportive atmosphere where everyone can enjoy a wide variety of activities in a warm and caring environment. Attending our program is a wholesome experience that will enhance a child's growing-up process.

FACILITIES

Spec Pond is located on Boston Road in Wilbraham. The seven-acre wooded site includes a fully operational pavilion (with a kitchen and bathrooms), adjacent to a picnic area with beachfront accessibility and a playground. Playing fields are available for football, baseball, and basketball and other outdoor activities.

PROGRAM ACTIVITIES

Spec Pond Adventure Program is designed for boys and girls ages 5 – 12. This program is filled with games, activities, crafts, games, guests and exciting field trips. All activities are planned with education, nature, safety and fun in mind. Each week has a different theme, and activities are geared toward these themes. Recreational swimming is part of every day's activities, weather permitting. Optional field trips are planned for some weeks, and are paid for separately.

PROGRAM STAFF

Our carefully chosen staff participates in a training session, which includes background checks on all staff members. All of our lifeguards are certified in their respective areas, which include certification in CPR and Standard First Aid. The Adventure Program is committed to recruiting and developing an outstanding group of counselors and directors that are dedicated to providing the best possible day camp experience.

HOURS OF OPERATION

The Adventure Program begins at 9:00AM and ends at 3:30PM. Extended hours are available and described in this manual under the heading Extended Hours..

2004 SPEC POND ADVENTURE PROGRAM SESSION DATES

The program runs Monday through Friday.

Session 1	July 5-9	Session 4	July 26-30
Session 2	July 12-16	Session 5	August 2-6
Session 3	July 19-23	Session 6	August 9-13

SPEC POND ADVENTURE PROGRAM FEES (PER SESSION)

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
SINGLE WEEK	\$80.00/ SESSION	\$90.00/ SESSION

REGISTRATION, CANCELLATIONS AND REFUNDS

- Registration **must** be done in person at the Recreation Department, however the registration information can be downloaded from our website www.wilbraham-ma.gov/rec
- Payment must be made at time of registration.
- Medical forms and other pertinent information can be picked up at this time.
- If you have notified the Recreation Department **at least 1 week prior** to the start of the program you will receive a full refund, minus a \$5.00 administrative charge. In the event a program is cancelled by the department you will receive a full refund. **No refunds will be given once a program has started**, however a refund may be offered (for extenuating circumstances) on a case- by -case basis at the discretion of the Recreation Director. Such requests must be made in writing.

HEALTH POLICY

Each child must have a Certificate of Immunization Form and Health History Form (attached) on file one week before he/she is allowed to attend the program. If your child is not feeling well, please do not send him/her to the program. It is important for their own well being as well as the health of all the other children attending the program. The usual symptoms of illness are fever, nausea, vomiting, headache, and rash, sore throat, runny eyes, etc. NOTE: Conjunctivitis (Pink Eye) is highly contagious, please watch out for this. Any additional health information should be directed to the Program Director. **If your child is ill or unable to attend the program, please call the Program Director at 596 – 8253 on the day that he/she is out.**

MEDICAL AND DRUG ADMINISTRATION POLICY

Medications will not be administered under any circumstances. If your child needs medication of any kind, it is your responsibility to make arrangements to come to the Spec Pond area and administer it in person. This must be arranged with the Program Director the first day of enrollment.

ATTACHED FORMS

The attached Health History is to be completed by a parent/guardian and your physician. The attached participant information form must also be completed by a parent/guardian and both need to be returned to the Recreation Department seven (7) days prior to your child attending Adventure Program. All information should be sent to Wilbraham Recreation Department.

ATTENDANCE POLICY

Parents are required to call the Program Director when their child is absent. The phone number for the pavilion is 596-8253.

EXTENDING YOUR STAY AT THE PROGRAM (ADDITIONAL SESSIONS)

If you wish for your child to attend additional sessions of the program you must do so at least **7 days in advance, in person at the Recreation Department** M-F 8:30AM-4:00PM. **Please do not wait until the Friday before to notify the office. You may not simply notify the program director or counselor.**

RAINY DAYS

The Program is held rain or shine. On rainy days activities are arranged so that participants spend time in our pavilion. While in doors, children will participate in skits, games, arts & crafts, songs, and more. During rainy days, children may get wet and dirty. We will do our best to spend time in buildings/shelters but please dress your child accordingly for the weather.

DROP OFF AND PICK UP PROCEDURE

No Child should be dropped off before 8:45AM. All children must be brought into the pavilion area and signed in by a staff member. Do not allow your child to go to the beach or picnic area.

At 3:15PM each day, all children will report to the pavilion area with their counselors. Parent's must report to the appropriate group and sign out their child. **No child will be released to anyone other than the appointed parent unless a list of other acceptable people is given to the Program Director prior to the session by the parent. Do not send anyone not on this list to pick up your child.**

EXTENDED HOURS

To accommodate the needs of working parents, pre and post program hours are available for an additional fee. Pre program hours are 7:30AM-9:00AM. Post program hours are 3:30PM-5:00PM. Limited activities will be offered during this time. **Extended hours are available at an additional rate of \$35.00 per session, per week, per child.**

NOTE: A late fee of \$5.00 will be charged for each 15 minutes past 5:00PM for participants not picked up by 5:00PM. Late fees are to be paid by the end of the next business day.

Please make every effort to be prompt at pick up time. Late pick-up causes undo stress to a child who may be hungry and tired from a full day at the Adventure Program.

If, in an emergency, you know you are going to be late, please call the Program Director at 596-8253.

LUNCHES/SNACKS

Please send a nonperishable snack, lunch and drinks. There will be an optional concession visit in the afternoon with a \$2.00 limit.

WHAT TO BRING TO CAMP

Items that **should** be brought to the program:

Bathing Suit	Sunscreen
Towel	Comfortable Play Clothes
Lunch	Sneakers
A Drink	Rain Gear (if necessary)

Items that **should not** be brought to the program:

Money	Toys
Jewelry	Glass Bottles
Radios/Walkmans	Pocket Knives/ Weapons
Hand Held Video Games	Expensive Items

Your child's name should be on everything that s/he brings to the program. The program is a physical experience each day. Please understand that your child may come home very dirty. Do not dress your child in attire that cannot get dirty.

LOST AND FOUND

The Wilbraham Department is not responsible for lost or stolen items. We will try to return marked items, but we cannot guarantee the return of unidentified articles. All unclaimed items will be kept for three days after the last day of the session. After that all unclaimed items will be donated to a local shelter.

SPEC ADVENTURE PROGRAM PARENT INFORMATION FORM

Please complete this form and return it (along with the participant health form) to the Wilbraham Recreation Department, 240 Springfield St., Wilbraham, MA 01095. Please have these forms in to the Recreation Dept. two weeks prior to attendance. This information will be used only in the interest of your child and will help us make his/her experience positive. This information will be shared with the Program Directors only.

SESSION(S): 1 2 3 4 5 6

Participants Name: _____ Nickname?: _____

D.O.B.: _____ AGE: _____ Grade entering in the fall: _____

Any siblings in the program? YES NO What are their ages? _____

List names of any other people you will allow to release your child/children to: (Child will not be released to anyone but the registered parent unless his/her name appears here).

Is there any activity that you particularly desire your youngster to participate in? _____

Is there any activity in which your child should not participate in? _____

Is there anything the staff should know to make your child's adjustment to the program easier?

Any additional information that we need to be aware of :

Information provided by: _____ Date: _____

Relation to child: _____